



## Career Service Authority

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# Mammography Technologist Supervisor

### GENERAL STATEMENT OF CLASS DUTIES

Supervises mammography technologists and performs diagnostic medical mammograms and radiographs.

### DISTINGUISHING CHARACTERISTICS

This class is distinguished from Mammography Technologist which administers diagnostic medical mammograms and radiographs for the diagnosis of disease of trauma. The Mammography Technologist Supervisor is distinguished from Ultrasound Technologist Supervisor which supervises ultrasound technologists and performs ultrasound examinations. In addition, this class is distinguished from Nuclear Medicine Technologist Supervisor which Supervises and performs nuclear medicine procedures and related techniques, producing images for the interpretation by, and at the request of a licensed practitioner.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

#### ***Level of Supervision Received and Quality Review:***

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

-OR-

Contacts with people under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

Supervises two or more employees who do not supervise.

**ESSENTIAL DUTIES**

Supervises technologists in the performance of examinations and completes exam follow up to ensure the effective delivery of services.

Performs mammograms and radiographic examinations selecting length and intensity, and develops and evaluates the film for technical quality such as density contrast, definition, magnification and distortion.

Explains procedures to patients, answers patient's questions, and maintains records of examinations and other pertinent information on patients.

Checks equipment, supplies and accessories on a regular basis, and requests and orders supplies as necessary to keep materials on hand at all times.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides on going feedback regarding levels of performance, and formally evaluates employees in relation to performance.

Maintains established departmental policies and procedures, quality improvement, safety, environmental and infection control standards.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Customer Service** - Works and communicates with clients and customers to satisfy their expectations. Committed to quality services.

**Integrity/Honesty** - Displays high standards of ethical conduct and understand the impact violating these standards on an organization, self, and others, choose an ethical course of action, are trustworthy.

**Conscientiousness** - Displays a high level of effort and commitment towards performing work, demonstrates responsible behavior.

**Flexibility** - Adapts quickly to changes.

**Listening** - Receives, attends to, interprets, and responds to verbal messages and other cues such as body language in ways that are appropriate to listeners and situations.

**Self-Esteem** - Believes in own self-worth, maintains positive view of self, and displays a professional image.

**Speaking** - Uses correct English grammar to organize and communicate ideas in words that are appropriate to listener and situation, uses body language appropriately.

**Teamwork** - Encourages and facilitates cooperation, pride, trust, and group identity, foster commitment and team spirit, works with others to achieve goals and objectives.

**Memory** - Recalls information that has been presented previously.

**Reading** - Learns from written material by determining the main idea or essential message. Recognizes correct English grammar, punctuation, and spelling.

**Writing** - Uses correct English grammar, punctuation, and spelling to communicate thoughts, ideas, information, and messages in writing.

**Reasoning** - Discovers or selects rules, principles, or relationships between facts and other information.

### ***Physical Demands:***

Standing: Remaining on one's feet in an upright position.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: Making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object more than 50 pounds.

### ***Working Environment:***

Atmospheric Conditions: conditions that affect the skin or respiratory system.

May be exposed to extremes of heat and cold in all weather conditions.

Contacts with patients under a wide variety of circumstances

Exposed to infections and contagious diseases

Exposed to patient elements

Exposed to risk of blood borne diseases

Exposed to unpleasant elements (accidents, injuries and illness)

Handles absentee replacement on short notice

Subject to long irregular hours

Subject to many interruptions

Subject to varying and unpredictable situations

**Education Requirement:**

Completion of a course of study in Radiologic Technology specializing in Mammography as approved by the American Registry of Radiologic Technologists.

**Experience Requirement:**

Two years of experience performing mammograms and radiographs.

**Education/Experience Equivalency:**

Additional appropriate education may be substituted for the minimum experience requirement.

**Licensure and/or Certification:**

By position, requires a Colorado Class "R" Driver's License at the time of application.

Certification as a Registered Radiologic Mammography Technologist (R.T.) with the American Registry of Radiologic Technologists (ARRT), at time of application, AND completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

**CLASS DETAIL**

**FLSA CODE:** Non-Exempt

**ESTABLISHED DATE:** 09/16/1995

**ESTABLISHED BY:** Jannell Flaig

**REVISED DATE:** 10/11/2009

**REVISED BY:** Hameed Pousti

**CLASS HISTORY** 09/1995 - Class was originally created.  
10/2009 - Class spec was placed in to new format and competencies were added.